

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
October 8, 2020	3:00pm-4:00pm (PNI & Kosrae) 2:00-3:00pm (Chuuk & Yap)	Zoom Meeting

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, Chuuk Faculty	Genevy Samuel	X		
2. Vice chair, National Faculty	Karen Kan-Lun Tu	X		
3. Secretary, CTEC Staff	Maureen Mendiola		X	Family Obligations
4. "Ex-Officio Member" Director, HRO	Rencelly Nelson	X		
5. CHK Staff	Marylene Bisalen	X		
6. KSA Staff	Arlynza J. Talley	X		
7. KSA Staff	Shrue-Miako Sahn	X		
8. NC Faculty	Leilani W. Biza		X	Off island
9. NC Faculty	Pearl H.Olter-Pelep	X		
10. NC Staff	Norma Edwin	X		
11. NC Staff	Maryallen Manuel		X	Off island
12. NC Staff	Yolina Yamada	X		
13. NC Staff/CRE	Merleen Elias	X		
14. NC Staff/AS	Twyla Poll	X		
15. NC Staff	Josephine Kostka	X		
16. NC Staff	Tetaake Yeeting	X		
17. NC Faculty	George Mangonon		X	
18. CTEC Faculty	Emmanuela Garcia		X	
19. CTEC Staff	Albert Amson		X	
20. Yap staff	Reiko Azuma	X		
21. Yap Staff/CRE	Jacinta Laan	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order 2. Roll call of Members 3. Review and Adoption 10/08/20 Agenda

4. Old Business:
 - Adoption and Update of September 2020 Meeting
 - a) Adoption of September 3, 2020 - Minute
5. New Business:
 - Campus Reps Share information
 - Review, discussion on following policies
 - a) Board Policy No. 6001, No. 6002, No. 6003, No. 6004 & No. 6035
6. Miscellaneous
 - a) Next Meeting
7. Adjournment

1. Call to Order: Marylene is the voice of chairperson Ms. Genevy Samuel and called the meeting to order at 3:00 p.m.

2. Roll Call of Members: 14 out of 22 members or 60% are present

3. Review of Agenda: Marylene moved to adopt the agenda and Yolina seconded.

4. Old Business:

Update and Adoption of September 2020 Meeting

- Correction of word humble to “ample”. Marylene moved to adopt the September 3, 2020 minute and Yolina seconded. Minute was unanimously approved and adopted.

5. New Business:

- **Review, discussions and endorsement/adoption on policies.** HRO Director transmitted these existing policies for review because they are on the master policy development plan for academic year 2020-2021 and because she is not making any actual changes to them. The only changes are the additions of numbers to the sections and capitalization of headings to match HR Policies
 - Board Policy No. 6001 Purpose and Scope
 - Board Policy No. 6002 Academic Freedom
 - Board Policy No. 6003 Governance
 - Board Policy No. 6004 Administration

With minor technical and spelling issues, **the committee voted to adopt these policies.**

Also reintroduced is a new policy and its administrative procedures which this committee reviewed last year. It was further cleaned up and presented for continuous review and action.

- Board Policy and Administrative Procedures No. 6035 Rehire Eligibility

HR Director explained again the genesis of this policy. The college needs such a policy to guide its practices and ensure hiring process is consistent across the campuses specifically when previous employees apply. The college currently does not rehire employees who are

terminated with cause. With the distance of the campuses by ocean and without a written policy, terminated employees may be hired at other campuses. This policy will make sure this does not happen and guide the hiring of full and Part- time employees with a consistent process.

With minor changes, **the committee voted to approve the new policy.**

6. Miscellaneous:

- Tetaake reported he didn't receive the email notice sent by the chair using the usual committee alias. It was confirmed he was not on the updated HRC committee members provided by VPIEQA. He expressed his willingness to serve on this committee. The chair informed him, she will communicate with VPIEQA on this matter directly and he is welcome to remain in the committee.

7. ADJOURNMENT: The meeting adjourned at 4:00 p.m.

Handouts/Documents Referenced:

- Agenda for October 8, 2020 meeting
- Minute for September 03, 2020 meeting
- Board Policy No. 6001, No. 6002, No. 6003, No. 6004, No. 6035 & AP 6035

College Web Site Link:

Prepared by:

Maureen Mendiola

Date Distributed:

11/5/2020